

OFFICE ADMINISTRATOR JOB DESCRIPTION
Office of the Clerk of District Court

NATURE OF WORK:

Positions in this class perform administrative and supervisory work in the administrative services of the Clerk of Court's Office. The tasks performed require employees to exercise considerable independent judgment and discretion in performing administrative tasks and advising the department head on policy formulation relating to administrative services unit of the department and an overall departmental policies. Decisions made at this level affect the ability of the department to successfully achieve its mission and can impact department policy.

Work is performed under the general direction of the Clerk of Court who holds the employee responsible for the effective administration of the department's business affairs. Assignments are received in the form of general policy instructions with the incumbent responsible for determining the best course of action required to implement administrative programs within legal and budgetary constraints. The employee is responsible for supervising the activities of two or more full-time staff. Work performance is reviewed by the Clerk of Court for the quality of administrative assistance provided to the Clerk of Court and the effective supervision of subordinates.

This position requires constant communication and cooperation with the elected official, and must maintain a high level of integrity and loyalty. The ability to make decisions and obtain district court approval or have statutory authority for all decisions made in the absence of the elected official is an absolute necessity.

Implementation and enforcement of strict adherence to Flathead County Policy, Montana State Law, State and Local District Court Rules, and office policy is required. Continuous communication and consultation with the Clerk of Court is essential in the success of carrying out the duties of this position.

REPRESENTATIVE EXAMPLES OF WORK:

This position requires an ability to learn and retain knowledge and expertise in all phases of the office, which would include

- creation of reports for statistical purposes on a monthly, quarterly, and yearly basis
- monthly reporting and disbursement of receivables
- balancing the till and reconciling trust accounts
- handling of criminal fines and fees
- complete case management processes in all case types and categories

- selection of jury panels and payment to jurors for service
- issuance of marriage certificates
- issuance of passport applications
- handling of all child support matters
- scheduling of district court hearings
- archival and disposition of records, inventory
- other duties as assigned

Basic office functions and duties must be learned within the first six months of employment. From that point forward one must be in a position to answer general questions from the staff and the public and must be able to handle general training and supervision of all staff members. It is required that this manager be able to provide daily evaluation of accuracy and productivity levels of the staff. One-on-one discussions with staff members regarding their performance, as well as weekly group sessions and meetings, are also required.

This position requires that one possess the physical strength necessary for retrieval and replacement of records kept in vaults (whether in drawers, boxes, or on shelves) and handling of large books containing case entry.

Skills

This position requires that one be skilled in effective communication, possess professional level interviewing techniques, evaluation and integration skills; an ability to work under stressful and often times confrontational conditions; to work independently and think creatively; establish and maintain professional working relationships with the staff, elected official, judges and district court personnel, governmental agencies, and the general public; and to communicate effectively verbally and in writing in order to provide direction to and assist staff and the public with processes and legal matters. Advanced communication skills are required to encourage and promote cooperation and team participation.

Education / Experience

Bachelor's degree in Business, Communication, Management, Education or related field and two years of professional experience in a supervisory or management position or equivalent. Two years work experience in the areas of general office, business administration, accounting, law enforcement, human services, or certified educator may substitute for each year of educational requirement.